

**UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF COLUMBIA**

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**ELECTRONIC CASE FILING (ECF) SYSTEM  
LIMITED-USER REGISTRATION FORM**

This form shall be used to register for an account as a Limited-User (“User”) in the U.S. Bankruptcy Court’s Electronic Case Filing (“ECF”) System. Users will have privileges both to submit documents electronically, and to view and retrieve docket sheets and documents for all cases in the District of Columbia ECF system. (**Note:** a PACER account is necessary to view and retrieve docket sheets and documents. You may register for a PACER account either online at <http://pacer.psc.uscourts.gov/> or by calling 1-800-676-6856.)

**Registering User’s Name:** \_\_\_\_\_  
[Name of individual registering as a User]

**Business/Firm Name:** \_\_\_\_\_  
[Name of business/firm on whose behalf User is authorized to act]

**Business/Firm Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Currently E-File in the Following Jurisdictions:** \_\_\_\_\_

**Bar Identification Number (if applicable):** \_\_\_\_\_ **State of:** \_\_\_\_\_

1. I affirm that I am authorized to prepare and file Proofs of Claim, Requests for Notice, Reaffirmation Agreements, Assignments of Claims and other similar creditor papers on behalf of the above named business/firm.
2. The above-named business/firm, through its authorized officers, directors and agents, understands that the use of its Limited-Use password to file a document in a bankruptcy case or proceeding in the United States Bankruptcy Court for the District of Columbia will constitute an act on behalf of the above-named business/firm under the United States Code, the Federal Rules of Bankruptcy Procedure, and any applicable non-bankruptcy law. For example, the User’s signature on the document by way of the password constituting a signing of the document on behalf of the business/firm under Federal Rule of Bankruptcy Procedure 9011.

3. The above-named business/firm, through its authorized officers, directors and agents, understands that it is its responsibility to protect and secure the confidentiality of its password. If the above-named business/firm believes that its password has been compromised, then it is the responsibility of the above-named business/firm, through its authorized officers, directors and agents, to notify the Court in writing, immediately.
4. The registering User understands that it is the User's responsibility to notify the Court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
5. Registration as a User constitutes waiver of the above-named business/firm's right, that would otherwise arise from a filing made by the User using the User's password to receive notice by first class mail (including a right arising from such filing to notice of entry of an order or judgment), and constitutes consent to receive such notice electronically instead. This waiver does not apply to service of a summons and complaint in an adversary proceeding under F.R. Bankr. P. 7004 or to service of papers commencing a contested matter (e.g., an objection to a proof of claim).
6. By affixing a User's electronic signature to a document and e-filing that document with the Court, the User certifies that the User has on file in the User's office the original signature of each other party whose signature appears on the document (or proof that the signature was authorized, in writing, to be affixed to the document). The User is required to retain the original signed document (or the proof of written authorization to sign) of all e-filed documents for a period of five (5) years.
7. By submitting this registration form the applicant agrees to adhere to the Court's Administrative Order Relating to Electronic Case Filing.
8. I, \_\_\_\_\_, hereby state that I am the  

**Name of registering User**

\_\_\_\_\_ of \_\_\_\_\_  
**Title** **Name of Business/Firm**

and am authorized to enter into this Limited-User Registration on its behalf.

\_\_\_\_\_  
**Signature of Individual Signing on Behalf of Business**

\_\_\_\_\_  
**Date**

**Send Electronic Notices to these Additional E-mail Addresses:**

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**I would like to receive electronic notification in the following cases (check as applicable):**

- All cases and proceedings in which I am entitled to notice.
- The following additional cases or adversary proceedings (notification of all docket activity in each) (list case numbers):

**Send Electronic Notice (check one):** \_\_\_\_\_ of Each Filing or \_\_\_\_\_ as an End of Day Summary

**Send Electronic Notices in the following format (check one):**

- HTML or Netscape, ISP mail service (e.g. AOL, Hotmail, Yahoo, etc)
- Text for cc:mail; Groupwise, Outlook, Outlook Express, Other (please list)

**Please return this form to:**

CM/ECF Help Desk  
U.S. Bankruptcy Court for the District of Columbia  
Room 4400  
333 Constitution Avenue, NW  
Washington, DC 20001

**or FAX to:** 202-273-0049

**Our CM/ECF Help Desk staff are available at 202-565-2506 to answer questions.**